



**CHECK-OUT
HANDBOOK**

FOR

WORKSHOP

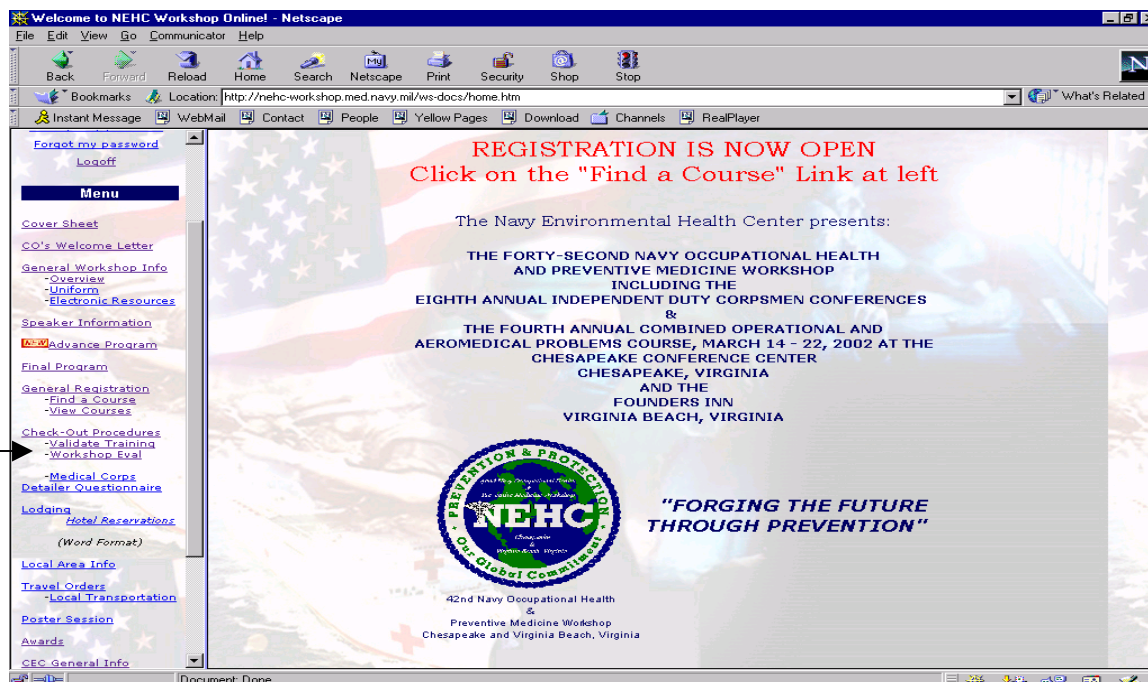
**(OTHER THAN
DOCTORS/NURSES)**

Revised: 4/18/03

CHECK-OUT HANDBOOK

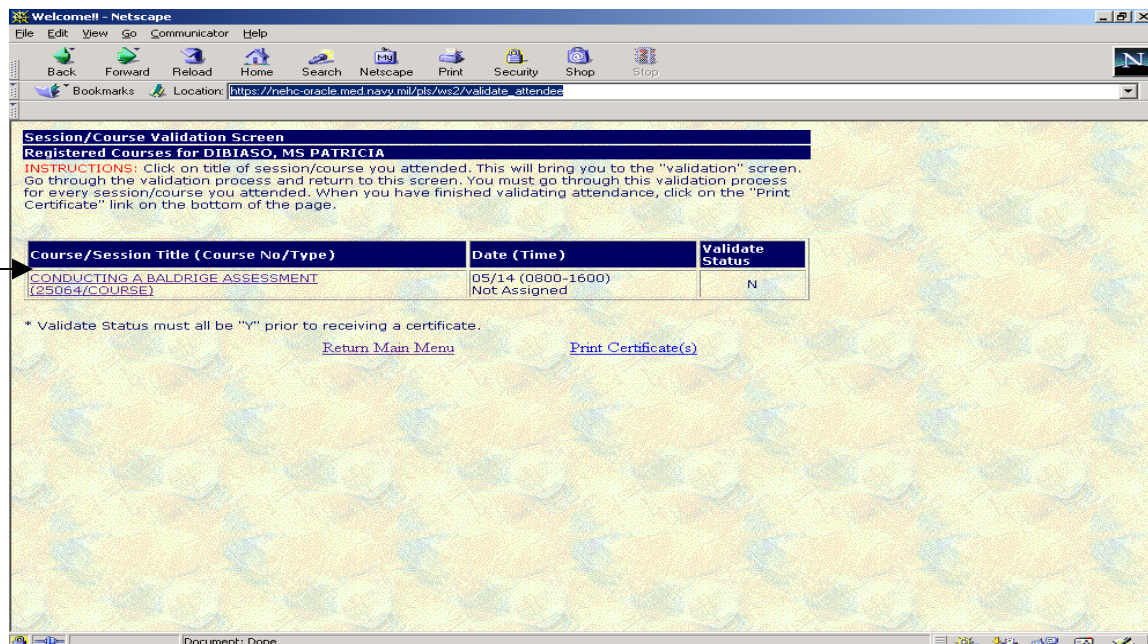
VALIDATING TRAINING ATTENDANCE

1. Click on the "Validate Training" link on the left side menu bar of the Workshop website.



2. This screen, listing all your creditable courses/session will appear. The "Validate Status" column will be blank.

3. Click on "Course Title" link to validate your attendance.



CHECK-OUT HANDBOOK

4. This screen will appear. You may click on the "Click to Validate All" (1) link to validate the whole course or session (this is quicker and easier when you attend a multi topic courses/session). You may click on the check box next to the topic title for only those topics you attended (2), or you may click on the "Click to Validate None" (3) link if you did not attend any portion of this session.

5. After validating course/session information, click the "Save" button.

Session/Course Validation Screen
Session Detail Information

Title: PLENARY SESSION I
Course No: 12004
Start Date: 03/18/2002
End Date: 03/18/2002
Available Seats: Not Applicable
Total Contact Hours: 2

AMA/AOA CMEs 2
AAFP CMEs 2
AAHP CMEs 2
AAA/ASHA CEUs .2
ANA CEs 2

CHES CEUs 2
CDR/ADA CEUs 0
IDC CEUs 2
ABIH CMPs .25
IHMM CMPs .125

Objective: Explain the current Safety Center Statistics; interpret changes to OPNAV 3750.6R; and explain the role of flight surgeons in mishap investigations, including the Mishap Guide Pocket Checklist.

Topic Information for Day 1
Monday, 18 Mar 02
Time: 1550-1740

Time	Topic	Speaker(s)	
1550-1740	Current Issues in the Naval/Army Aerospace Medicine Residency Program		<input type="checkbox"/> Click to Validate Attendance Click to Validate All Click to Validate None

Save

6. By clicking on either 1 or 3, above, you have validated that particular training. The front page will now look like the screen below, with either a "Y" or an "N" in the "Validate Status" column.

7. When you have validated all courses/sessions you have attended, click on the link "Print Certificates."

Session/Course Validation Screen
Registered Courses for DIBIASO, MS PATRICIA

INSTRUCTIONS: Click on title of session/course you attended. This will bring you to the "validation" screen. Go through the validation process and return to this screen. You must go through this validation process for every session/course you attended. When you have finished validating attendance, click on the "Print Certificate" link on the bottom of the page.

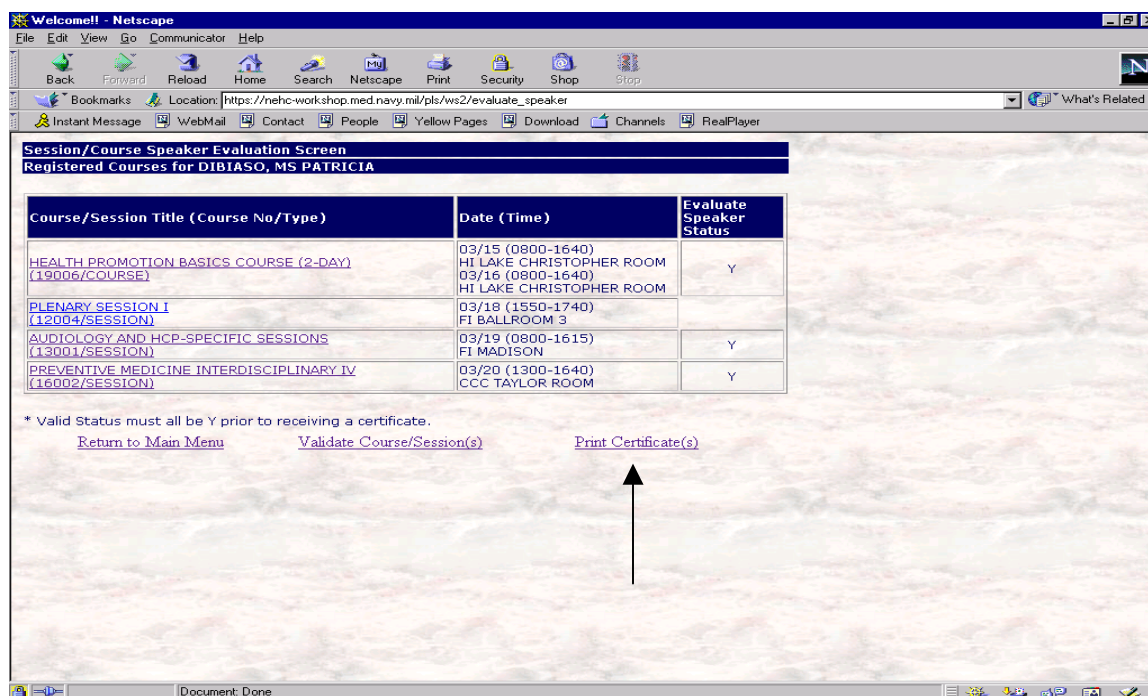
Course/Session Title (Course No/Type)	Date (Time)	Validate Status
CONDUCTING A BALDRIGE ASSESSMENT (25064/COURSE)	05/14 (0800-1600) Not Assigned	Y

* Validate Status must all be "Y" prior to receiving a certificate.

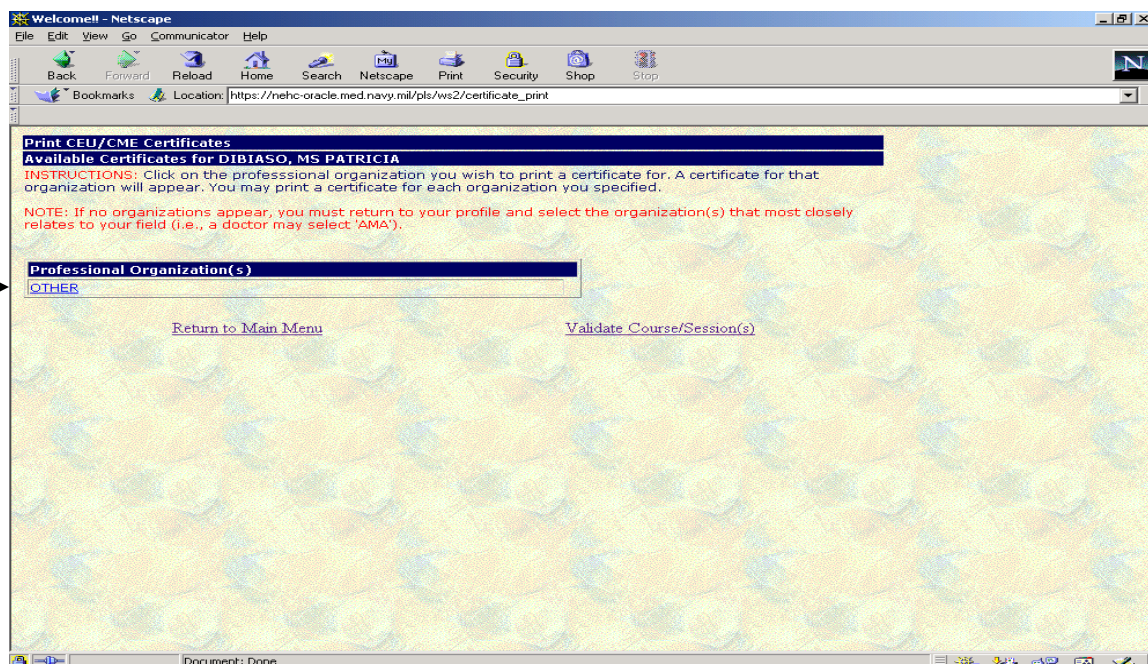
[Return Main Menu](#) [Print Certificate\(s\)](#)

CHECK-OUT HANDBOOK

8. When validation of all training attended is complete, click on the "Print Certificate" link.



9. This screen lists all professional organizations you belong to. Click on one to print a certificate for that organization.



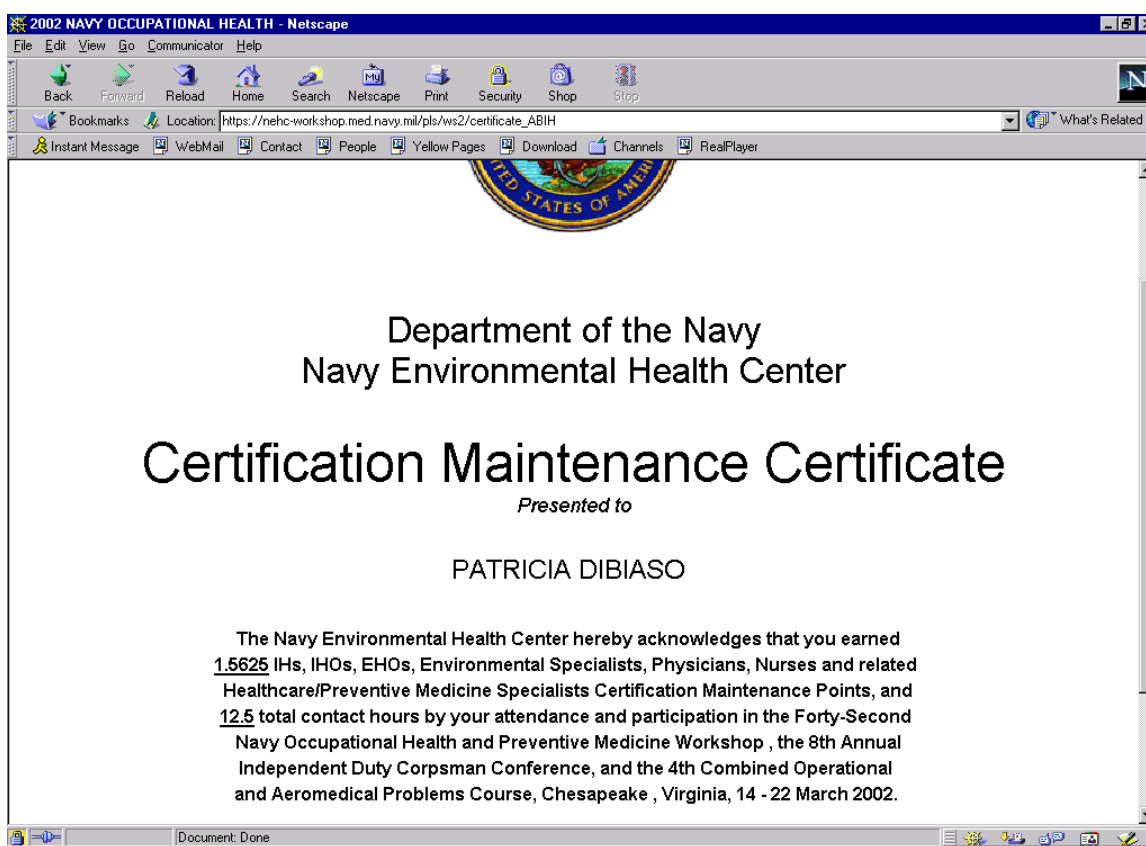
CHECK-OUT HANDBOOK

10. Your certificate for that particular organization will appear on screen. Click "Print."

Note: If you want the certificate to print without the browser header and footer showing, click on "File," "Page Setup." Uncheck all the header and footer boxes. Now the certificate will print without the browser info showing.

11. When done, click the "Back" button to return to the previous screen. You may then repeat steps 12 - 13 for each professional organization certificate, if desired.

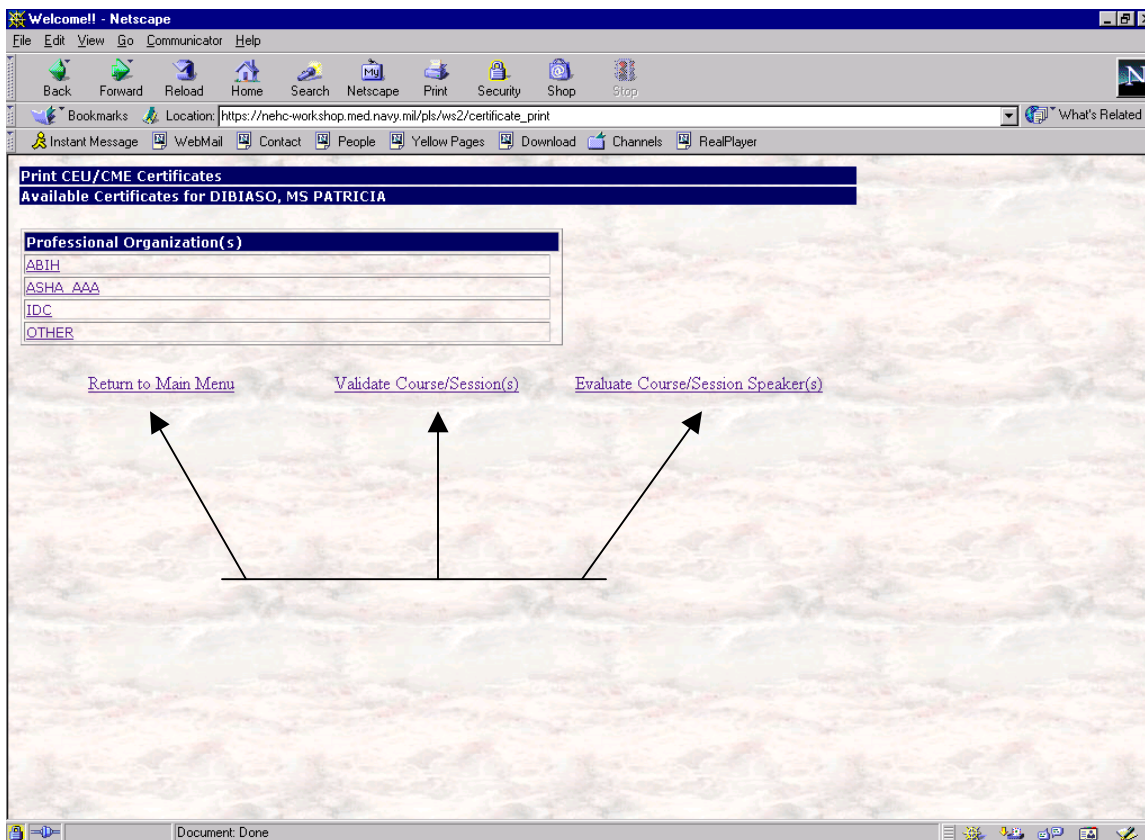
Note: Each organizational certificate is different. If you have multiple specialties selected, you should click on each one and print the certificate that corresponds with that organization.



CHECK-OUT HANDBOOK

Note: You should validate all courses/session attended prior to printing. If you do not, your certificate will only reflect hours earned for the courses/sessions you actually validated.

12. You may now return to the main menu, or validate or evaluate additional courses/sessions.



CHECK-OUT HANDBOOK

WORKSHOP EVALUATION

1. Click on the "Workshop Eval" link on the left side menu bar of the Workshop website.



2. The workshop Evaluation form will appear. Please complete the form and click "submit" at the bottom of the page when you are done.

A screenshot of the NEHC Workshop Online website showing the workshop evaluation form. The browser window title is "Welcome to NEHC Workshop Online! - Netscape". The address bar shows the URL: http://nehc-workshop.med.navy.mil/ws-docs/home.htm. The website has a header with navigation links like Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. Below the header is a menu bar with links for Instant Message, WebMail, Contact, People, Yellow Pages, Download, Channels, and RealPlayer. The main content area features a large banner with the text: "42nd NAVY ENVIRONMENTAL HEALTH CENTER WORKSHOP EVALUATION". Below this, there is a "REGISTRATION" section with a form containing five questions. Each question has a set of radio buttons for "Disagree" and "Agree". The questions are: 1. Please indicate the method you used to register for the workshop. (Radio buttons for Internet, E-mail, Fax, Hard copy (by mail)). 2. Registration was user friendly. 3. Course approval received in a timely manner. 4. The Workshop on-site check-in process was efficient. 5. NEHC Workshop staff was courteous and helpful. Below the "REGISTRATION" section is a "WORKSHOP" section with a form containing two questions. Each question has a set of radio buttons for "Disagree" and "Agree". The questions are: 6. The Workshop was well organized, using the scheduled time efficiently. 7. The Workshop provided practical, timely and useful information. The status bar at the bottom shows "Document: Done".

THANK YOU FOR COMPLETING THE WORKSHOP CHECK-OUT PROCESS